

GUIDE STEPS FOR CHILD FIND (F-3)

This form is used to determine if the child identification activities of the LEA are adequate to locate children who may have a disability under IDEA. The top part of the form is used for students enrolled in kindergarten through 12th grade. The bottom half of the form is used for children below kindergarten age.

One F-3 (top) may be used for each school in which an observation is made or may be completed in selected schools prior to the on-site visit. The monitor should request 10 files of currently enrolled students who have:

- Entered kindergarten this year, or;
- Enrolled in the LEA for the first time.

Question	Instructions for Students in K-12
No Citation	Record the date the student enrolled in the school Method: Review the cumulative folder for entry date.
No Citation	Record the date the student's records were reviewed for educational history and progress or, if no records were available, the date the student was screened for possible disabilities. If no documentation is maintained about records review or screening, mark I.B.2.U and STOP.
No Citation	Parents must be notified within 10 days when a concern about a child is noted. This item is not a compliance call for FY 2001 but any deficiency should be noted as concerns.
I.B.2.b	Determine if the procedures for screening appropriate students were completed within 45 days of enrollment. Method: Compare the dates of enrollment and screening or review of records. If 45 days or fewer, mark this item in compliance.
I.B.2.c	If concerns were noted about any of the students whose files were selected for review, there must be documentation of follow-up by the school. Method: Follow-up may consist of a variety of actions and the appropriateness of the follow-up is dependent upon the nature of the concern. Any effective action to resolve the concern, including a referral to a child study team or for a special education evaluation, is marked in compliance.

For Birth to Five: The child find efforts for infants, toddlers, and preschoolers may be documented at the school site or at the special education office.

One F-3 (bottom) should be used for each LEA. The LEA must have a system to ensure the identification of children under kindergarten age whose parents express concerns about their development. The LEA may refer a child under the age of three to the AZ Early Intervention Program (AzEIP), however the LEA is obligated to ensure the referral results in appropriate action. Charter schools may refer a child under kindergarten age to the district of residence of the parents; however, the charter school must ensure that such a referral results in the child being screened and, if appropriate, evaluated.

Question	Instructions for Children aged Birth to Five
No Citation	<p>Determine the date the parent notified the LEA of their concern about their child's development.</p> <p>Method: If the LEA has a tracking system in place, record the date the child was referred by the parent. If no system is in place, mark I.B.2.a. U and STOP.</p>
No Citation	<p>Determine the date the child was screened and/or evaluated by AzEIP or the LEA. The timeline under which AzEIP operates is 30 days from parent referral to eligibility determination. Therefore, the LEA has 15 days after that time to complete any screening activities not fulfilled by AzEIP.</p> <p>Method: Review the tracking system and note the date the child was screened either by AzEIP or the LEA.</p>
No Citation	<p>Children must have been screened or scheduled for an evaluation within 45 days of the parental expression of concern.</p> <p>Method: Compare date of referral to date of screening or referral.</p>
No Citation	<p>Parents must be notified within 10 days when a concern about a child is noted. This item is not a compliance call for FY 2001 but any deficiency should be noted as concerns.</p>
I.B.2.a	<p>Determine if the procedures for screening children were completed within 45 days of parental notification.</p> <p>Method: Compare the dates of notification and screening. If 45 days or fewer, mark this item in compliance.</p>